

Town of Westminster, Massachusetts

Westminster Fire Department

Firefighter Pre-employment Agreement

EMT-P (Paramedic)

I understand by signing this agreement, that I am signing a pre-employment agreement with the Town of Westminster, Fire Department, as a newly hired firefighter. Initial one of the following situations that relates to your employment and sign below.

- I further understand that if required to transfer my EMT-P certification to the State Massachusetts I must do so as directed by the Chief within the timeframe provided.

_____ Initials

- I further understand in the event that I am required to attend and pass an EMP-P (Paramedic) course, paid for by the Town of Westminster, I will attend and pass the course as directed by the Chief of the Department. Whereas there is a substantial cost to the Town for sending firefighters to a EMT-P (paramedic) course, and that in the event that I am unable to continue employment due to job performance, elect to leave voluntarily, or unable to complete and pass the EMT-P course, I will be responsible for reimbursing the town for the cost of the paramedic program per the following schedule.

	<u>% Reimbursable to the Town</u>
Failure to pass course	100%
In the event of separation from the town:	
Year after passing EMT-P course	
0 to 1 year	100%
1 to 2 years	50%
2 to 3 years	25%
3+ years	0%

_____ Initials

- I further understand that if hired with a State of Massachusetts EMT-P certification I will maintain this certification throughout my employment

_____ Initials

I acknowledge that I have read the above agreement and initialed the employment section related to my circumstances and have had the opportunity to ask questions, and fully understand the requirements outlined in the agreement prior to signing. Once I have met the Mass EMT-P certification requirement, I understand that I must maintain this certification for the duration of my employment with the Westminster Fire Department. Failure to maintain my Mass EMT-P certification may result in termination of employment from the Westminster Fire Department.

Employee Name (Print)

Date

Employee Signature

FIREFIGHTER/EMT1
(Town of Westminster, Massachusetts)

Definition:

General or special firefighter duties, including, but not limited to preventing fires, extinguishing fires, maintaining fire equipment, apparatus and facilities, providing public safety education, protecting life and property from natural and manmade emergencies, deliver emergency medical care, deliver special services as deemed appropriate by the department, and mitigates hazardous materials incidents; all other related work as required.

Supervision:

Works under the general supervision of a superior officer and in accordance with departmental rules and regulations.

May on occasion exercise initiative and judgment in the performance of duties by making decisions, which involve choice of action within limits defined by standard practices, departmental policies and procedures, and instructions.

May on occasion be required to serve as incident commander in the absence of an officer or senior firefighter.

Job Environment:

Work is performed primarily in office, vehicles, and outdoor settings; work may be performed under adverse conditions in which involve personal danger such as fire, including temperature extremes; poor visibility, dangerous atmospheres, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils confined spaces, high stress and exposure to all types of weather conditions, and hazardous environments, while fighting fire, rendering emergency medical assistance, or delivering department services. The noise level in the work environment is usually quiet in office setting, and loud at an emergency scene; work is performed in emergency and stressful situations.

Regularly operates motor vehicle; when in the office, operates computer and standard office equipment such as computers, telephone, copier, and fax; Operates emergency medical aid equipment such as defibrillators, pulse ox, assists paramedics with cardiac monitors and IV therapy, fire apparatus, fire pumps, hoses, and other standard fire fighting and fire service equipment, such as ladders, first aid equipment, and radio, pager.

Has frequent contact with the general public, hospitals, police department, department of public works, and local companies. May have contact with local public officials, local boards and departments, press as well as State and Federal Agencies.

Errors could seriously endanger life and property and cause financial and legal repercussions for the town.

Essential Functions:²

- (a) Responds to emergencies and non-emergencies of various types, including, but not limited to fires, explosions, hazardous materials incidents, accidents, medical emergencies, property conservation actions and rescues.
- (b) Responds to alarms of fire and other emergencies with assigned fire company or alone, involving structures, vehicles, equipment, facilities, fuel, chemical, brush and outside fires.
- (c) Evacuates and rescues persons in danger; responds to rescue calls; participates in salvage operations, removes excess water and debris; secures buildings against rekindling, inclement weather, and trespassers
- (d) Performs emergency medical aid and skills as an EMT including, but not limited to, responding to the scene, assessing sick or injured persons, initiating basic life support measures, securing advanced life support assistance when needed, administering first aid and cardiac defibrillation, transporting the sick and injured, or other emergency medical assistance as required
- (e) Performs emergency rescue and extrication work, in accidents involving elevators, machinery, motor vehicles, water rescue, and the like; searches and removes persons from entrapment in buildings or other locations of entrapment.
- (f) Recognizes hazardous materials incidents and respond to emergency in an appropriate manner.

² The essential functions of duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the positions.

- (g) Communicates effectively through the ability to receive information and interpret instruction in order to give oral and written instructions in a precise, understandable manner and to follow oral and written instructions.
- (h) Drive fire apparatus to and from the scene of a fire or other emergency, training session or as otherwise assigned or directed, and positions vehicles so that maximum utilization may be made of its facilities and equipment.
- (i) Operates equipment and heavy fire apparatus including pumpers, tankers, hose wagons, aerial ladder and other lifting type equipment, rescue truck, forestry truck and any other similar firefighting apparatus, while exercising thorough knowledge of equipment capabilities and property's physical characteristics.
- (j) Operates various component equipment in-service today and future purchases such as 2-way radio, pumps, valves, aerial lift equipment, etc.
- (k) Lays, connect and advance fire hoses into burning buildings in order to direct fog, foam or water streams.
- (l) Lifts, carry, place, raise and climb ladders into or on to structures.
- (m) Forces entry into structures or other enclosures as required.
- (n) Ventilates buildings.
- (o) Utilizes all personal protective equipment and breathes with self-contained breathing apparatus (SCBA) without visibility and in confined spaces.
- (p) Cuts holes in roof with ax, power saw or other mechanical means.
- (q) Pulls down ceilings and other overhaul functions with hand tools.
- (r) Able to meet the demands of physical danger under extreme conditions.
- (s) Climbs a ladder carrying tools and other equipment.
- (t) Operates various hand held fire extinguishers.
- (u) Walks, runs, kneels, crawls, crouches down and jumps wearing full protective clothing under adverse conditions.
- (v) Has a keen sense of smell, sight, touch and hearing.
- (w) Works long hours, any part of a twenty-four hour day, including weekends and holidays.
- (x) Reports regularly for duty in prompt and timely fashion whenever assigned or called.
- (y) Inspects buildings and other properties, including vehicles for compliance with Chapter 148 of the Massachusetts General Laws, Section 527 of the Code of Massachusetts Regulations and any and all other applicable fire codes, regulations and by-laws.
- (z) Conducts the following inspections on a regular bases: oil burner and tank installations, smoke detector installations, tank trucks, LPG/LNG gas storage installations, underground storage tank installation, underground storage tank removal, nursery, pre-school, elementary and high school inspections, public building inspections, industrial occupancies, commercial occupancies, new construction plan and review, flammable liquid storage, hazardous material storage, hazardous waste disposal; documents and reports on compliance or violation of all inspections; assists in maintaining all records of inspections and code enforcement.
- (aa) Attends departmental drills, company drills and training classes in fire fighting and other work related subjects.
- (bb) Prepares reports of unsafe conditions and conduct follow-up inspections to assure satisfactory corrections.
- (cc) Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, fire fighting, hazardous materials, and emergency aid activities.
- (dd) Performs radio room duties and operate radio room equipment including radios and backup dispatch equipment.
- (ee) Develops presentations regarding fire prevention and other fire service related topics and delivers them to schools, various public and civic organizations, businesses, or other requesting organization.
- (ff) Instructs others and the public in first aid and CPR
- (gg) Presents fire prevention programs in schools and at other functions as assigned.
- (hh) Performs other service related tasks and performs related duties as assigned.
- (ii) Performs routine cleaning, tests, keeps in orderly condition, and provides maintenance of fire apparatus and equipment, buildings and grounds, fire hydrants, fire department water supplies, and fire hoses, including but not limited to; washing, hanging drying, and polishing.
- (jj) Assists in providing public education on fire safety and related subjects to civic groups, schools and others who request information.
- (kk) Communicates with other shifts to give and receive pertinent information, relaying orders from officers to firefighters.

- (ll) Works on special projects; performs similar or related work as required or as situation dictates.
- (mm) Participates in department customer service efforts.
- (nn) Conducts basic fire investigation and or assist department investigator as needed.

Recommended Minimum Qualifications

Education and Experience:

Graduation from high school or equivalent; two years of experience within an organized fire department; or any equivalent combination of education and experience.

Special Requirements:

Must currently possess or be able to obtain within 12 months of hire certification of Firefighter Level I/II. Must successfully complete the Massachusetts Firefighting Academy Career Recruit Training Program or equivalent. Must currently possess certification in E.M.T. Basic Level issued by the Massachusetts Department of Public Health, Office of Emergency Services, and maintain at least this level of certification as long as employed in the position. Must be a nonsmoker on and off duty at the time of and after appointment and continue to be a non-smoker as long as employed in the position. Must possess a valid Massachusetts Class D motor vehicle operator's license and within 6 months of completion of fire academy pass a CDL class B with air brakes and maintain at least this level of license as long as employed in the position. Ability to pass a job-related medical and/or psychological examination before appointment. Appointment to this position requires establishing residency and maintaining a residence for the duration of employment, within 15 mile of the Fire Station located at 7 South Street within 6 months of appointment. Post Office Box number will NOT be considered as a residential address. Must submit to and pass a background check prior to hire. Must meet the State of Massachusetts Medical and Physical Fitness Standard requirements through out employment. Shall respond to off-hour incidents as directed by the chief in accordance with the current department policy. Will maintain department supplied CPR and First Aid instructor certification. Must pass and maintain Paramedic Assistant Qualifications

Hired firefighters must either currently be a Paramedic or sign an employment agreement to attend and pass an EMT-P (Paramedic) course, paid by the Town of Westminster, in the event that the town elects to fund such program.

Knowledge, Ability and Skill:

Knowledge. Working knowledge of the streets and physical layout of the town and some knowledge of general building construction. Knowledge of electrical, mechanical and plumbing systems. Training in the Jaws of Life and other related power equipment. Working knowledge of fire suppression and prevention principles, procedures, techniques and equipment. Working knowledge of first aid and resuscitation techniques and their application.

Ability. Ability to understand and follow oral and written instructions. Ability to communicate effectively orally and in writing. Ability to establish effective working relationships with employees, other agencies and the general public. Courage and emotional stability. Ability to apply standard fire fighting and emergency aid techniques to specific situations. Ability to present a positive public image and relate well to children, senior citizens, and others. Ability to develop and maintain public confidence and respect, work independently, and be self-motivated. Ability to work harmoniously cooperatively and courteously in a team setting with others at all time.

Physical Requirements:

Ability to meet required State of Massachusetts physical standards as specified in the wellness act. The firefighter's position involves physically demanding activities under difficult emergency conditions, and therefore it is the responsibility of the firefighter to keep physically fit for work at all times to minimize work related injuries. A firefighter's functions may include: connecting and pulling and operating hose lines; operating a pump; positioning and climbing ladders; emergency rescue and lifesaving; ventilating smoke filled areas; using and maintaining tools and equipment; and physical training and fire station activities. Performance of work also involves standing and walking for long periods of time. Physical agility is required to access all areas at the scene of the fire or other emergency and to perform rescue of trapped individuals, firefighters, or self rescue. Emergencies require walking on uneven terrain, pushing, climbing, stooping, kneeling, crawling, reaching with hands and arms while carrying items of weight. Firefighters maybe required to lift/carry equipment or persons weighing more than 100 pounds. Wears protective equipment weighing over 50 pounds. Ability to perform strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.